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LATIN@ COMMUNITY ACTION MINISTRIES/LATIN@
CHARLES SHELBY ROOKS SOCIETY
WOMANIST HEYWARD-BOSWELL SOCIETY

STUDENT ORGANIZATION GUIDE

2018 – 2019

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STUDENT ORGANIZATION GUIDE

Student Organizations/Groups at CTS: an Overview

Student organizations at CTS fit into the overall life of CTS by providing physical and virtual spaces for students to gather for support, enrichment, resource sharing, and service. Student organizations are typically as varied as our students' needs and interests at any given time. New organizations can be created as the community calls for them, just as other organizations can fade as the community concentrates in other areas.

Student organizations have their own individual purposes, but they are intended to function in cooperation with the vision and/or mission of CTS: to "be an international force in the development of religious leadership to transform society toward greater justice and mercy," and to serve "Christ and the churches and the wider faith community by preparing women and men in the understandings and skills needed for transformative religious leadership and ministry to individuals, churches and society," respectively. Within this broader framework, some student organizations also focus upon particular commitments in the seminary's Vision, Mission and Commitment statement.

Ready to start or help lead a student organization? Please, keep reading…

Starting & Maintaining A Student Organization

Students who wish to form a new student organization should submit a new group application by May 1 to the Administrative Council for recognized active status. Receiving recognition as an active student group is a two (2) step process including Preliminary Approval (occurring in May) and Final Approval (occurring in October). The application, attached to this document, should be submitted to the Associate Dean (AD) and include the following:

- Name of the new group
- Statement of the group's mission/purpose, which should be both:
    - aligned with the mission, vision and commitments of CTS
        - See the CTS website for specifics on our mission, vision and commitments
    - meeting a unique set of needs within the CTS community

- Description of the new group for the website (can be the same as the mission/purpose statement)
- Working plan for the year ahead, including:
  - names of *anticipated* group leaders
  - A preliminary list of five (5) names and signatures of those who plan to be active members (Of course, life get s in the way, but we hope to see the majority of those five names when you renew your group at the end of the year.)

Decisions about applications will be made during meetings of the Administrative Council—which consists of the President, the Vice Presidents, the Associate Dean, and a rotating Faculty representative. This Council meets monthly from September to May, using two of those meetings for preliminary approval or renewal of student groups. Thus, in order for a new student organization to be eligible to begin a new school year as a "recognized active" organization, the Administrative Council must receive an application no later than May 1. (When May 1 falls on a weekend, the application is due the following Monday.)   Submissions made after May 1 will be reviewed by the December Administrative Council meeting, and will be eligible for a maximum of half the yearly allotment.

Existing student organizations must submit annual renewal plans by May 1 in order to maintain recognized active status and receive consideration for inclusion in next year's CTS budget. A form to submit these plans is attached to this document and should include the following:

- any updates, if applicable, to the mission/purpose of the group
- the identified leadership of the group over the past school year
- a list of the meetings, events, and other activities of the group over the past school year
- a list of active members from the past school year
- anticipated initiators of group activity for the coming school year
- proposed schedule of events, meetings, etc. for the coming school year
- draft budget for the coming school year

Existing (recognized) student organizations that miss the May 1 deadline will be considered "inactive" until a renewal plan is submitted. Applications received after May 1 will be reviewed no sooner than the Council's October meeting and will be eligible for a maximum of half of the yearly allotment.

After receiving preliminary approval student groups should follow the preceding procedures in order to secure final approval status:

- Have a member attend the Student Group Fairs during orientation and the 1st Community Lunch of the Year. (This is _highly_ recommended in order to obtain new member participation, but is not required).
- Utilize the month of September to organize. Limited budget funds of $200 will be available during this time (exceptions must be approved by the Director of Community Life).
    - A meeting with the Associate Dean and all student group leaders will be held in September to review group procedures and concerns. All are _strongly_ encouraged to attend or to set up an individual meeting if necessary. Accommodations will be made via WebEx or other available resources for online student participation.
- Submit a final application to the Associate Dean for review by the Administrative Council by October 1st. The final application shall include:
    - The final list and signatures of group leaders and at least five (5) members who plan to participate in the coming year.
    - A schedule of the meetings, events and activities planned for the school year and initiators of the activities, if known.
    - A draft budget for the school year for the allotted funds.

Final applications will be present to the Administrative Council during the October meeting for approval. Once a group is approved for recognized active status by the Administrative Council, the organization can be added to the CTS website's list of student groups, have their events announced on community calendars/emails and post fliers on campus bulletin boards. Recognized active organizations are also eligible for a fixed spending allotment, per Administrative Council approval. Receiving recognized active status and funding as a new group is contingent upon a few things: 1) the strength of the submitted application, 2) CTS' budget for student group funding, and 3) the group's contribution (or potential, for new groups) to the life of the community.

Events & Other Happenings

Student groups are expected and encouraged to organize meetings, programs, lectures, social events, and any other events that benefit their constituency group and/or the wider community. Student groups are especially invited to plan at least one

community worship service each school year (see the Chapel Planning information sheet for more information).

Partnerships with Entities Outside of CTS:

Student groups are allowed to partner with outside entities where the event aligns with the student group's stated mission, however a discussion about the nature of the event, the degree of involvement and control over the event that the student group will have, the publicity and/or branding of the event and any facility related needs must be had with the Associate Dean prior to the event being confirmed. It is expected that the student group will share equal responsibility and control over the planning, publicity and execution of the event, and that a significant representation of the student group's membership will be in attendance. In addition, though the student group may secure space for free, additional services including, but not limited to facilities staff, equipment rental and extensive setup will be at normal billable rates. A fee schedule is attached. *Approved* student events will receive the student discount of 40% off of the stated fees. The student group is encouraged to work with the partnering entity to work out payment for those charges should they be necessary. Finally the event should be open to and publicized to the wider CTS community.

When planning an event, please do the following:

To Reserve Space

- o Contact the Director of Facility & Events: shauna.warren@ctschicago.edu
  - ▪ Include the following information in your email request: name of student group, # of people expected, requested date and time. Though our facilities department will attempt to honor your requests, it may not be possible to honor last minute requests,
  - ▪ Once your request is received, Facilities personnel will contact you to confirm the date and time.
  - ▪ Once your date and time are approved you must complete the online Add An Event Form Direct Link: https://ctschicago.wufoo.com/forms/zttwehp07lfsjz/.

To Publicize Your Event

- Before using any **CTS logo,** please refer to the Brand Guidelines available on myCTS under Student Resources/Student Organizations. If you have ANY questions, contact the Director of Communications & Marketing, Susan Cusick (scusick@ctschicago.edu). The CTS logo may not be used without permission from the Marketing office.
- For inclusion in the **CTS Dean's Desk** (weekly update to students, faculty, and staff). email the Faculty Assistant (facultyasst@ctschicago.edu) with a short announcement by Thursday to be included in the next week's Dean's Desk which is emailed each Monday.
- In the **Building**: Once you have a date and space for your event, you may also post fliers on the community bulletin boards located on the third floor near the student mailboxes. Again, see Susan Cusick (above) before using any CTS logo, flame, or wordmark.

Funding Allotments & Disbursements

Recognized student organizations are allotted an equal amount of funding each year by the Administrative Council, according to the capacity of the CTS budget. The current yearly allotment per group is $1000. (Groups that are approved at the mid-year December meeting can be allotted a maximum of $500.) The purpose of this funding is to allow groups to plan and implement events and programs that will benefit, at minimum, the constituency the group primarily exists to serve and, ideally, the entire community. *Consideration for benefiting a wide range of community members* is encouraged in planning for student organization spending. Allotted funding is accessed by reimbursement, except for certain expenses that must be paid directly to the vendor.

What will and won't be reimbursed:
- **Will reimburse**: catered food, groceries for home-prepared food, labor costs for hired food preparers, meals at restaurants, non-alcoholic and alcoholic* beverages; lecturers, entertainers, preachers, and musicians; meeting supplies, mailing supplies & costs, books for reading groups, tokens of sympathy or celebration for group members, and other expenses relating to the activities of the group (*Alcoholic beverages will be reimbursed up to 15% of a group's total allotment)

- **Will not reimburse:** conference or travel expenses for individuals; other expenses that do not serve the majority of the group's constituency *(To petition for an exception, please see the Associate Dean.*

How to access your group's allotment:
- Purchase the necessary items or expenses in advance. (If this is financially prohibitive for your group at any time, please see the Associate Dean for additional options.)
- Only group leaders or those having received prior approval via email from the leader or the Associate Dean may initiate group spending requests.
- For reimbursements, complete a check request form made out to the person who made the purchases, attaching the original <u>itemized</u> receipt(s), a list of persons in attendance (i.e. sign-in sheet), and other related documentation (i.e. contracts for service, etc.). Check request forms are available from the AD or the Finance Office.
- Expenses that cannot be purchased in advance (i.e. payment for a chapel musician) must also be submitted in a check request form made out to the vendor/service provider along with an invoice or statement detailing the amount you have agreed to pay.
- <u>Submit the completed form to the AD by Tuesday at noon of the week you would like a check.</u> Generally, requests submitted by Tuesday will result in a check for you on Thursday of the same week. (Keep in mind, then, that requests for checks that need to go directly to an individual on Tuesday or Wednesday need to be submitted the previous Tuesday.)

Spending less than your allotment or receiving income:
- <u>If your group does not spend its entire allotment in a given year, that funding does not carry over into the following year.</u> New funding for recognized active groups begins on July 1 (the first day of the fiscal year).
- *If your group has plans to earn income (i.e. through the sale of products or admission to an event, etc.), please see the Associate Dean to determine whether your plans are consistent with our non-profit status.*
- If your group earns or receives additional funding outside the allotted funding (i.e., a gift or bequest, income earned, etc.), please see the AD to account for what remains of that surplus funding at the end of the school year. <u>Although allotments do not carry over, surplus funds may.</u>

Questions?

These procedures are managed by the Associate Dean, and overseen by the Administrative Council. If you have any questions, concerns, or ideas, please let the Dean's Office know: evogt@ctschicago.edu.

Sample draft schedules and budgets are included at the end of this packet.

Application to Form a New Student Organization

(Please attach additional pages as necessary.)

PRELIMINARY APPLICATION (Due <mark>May 1st</mark>):

Name of person submitting application:
Name of proposed student organization:
Purpose and/or mission of the proposed student organization:
How is this purpose/mission aligned with the mission of CTS?
A short description of your organization for the CTS website (only needed if different from your purpose/mission):
How does this group meet needs not addressed by existing student groups?
Name(s) of anticipated group leader(s) or person(s) who will initiate group activity:

Five (5) names and signatures of students intending to be active members of this group if it is approved: (You may include yourself. If you are unable to provide physical signatures, please attach to this application emails from students stating that they intend to participate in this group.)

Name	Signature

FINAL APPLICATION (<mark>Due October 1st</mark>):

Name(s) of group leader(s) or person(s) who will initiate group activity:

Five (5) names and signatures of students intending to be active members of this group if it is approved: (You may include yourself. If you are unable to provide physical signatures, please attach to this application emails from students stating that they intend to participate in this group.)

Name	Signature

Draft Plan for Scheduling Events, Meetings, and other Group Activity:

Type of activity (i.e. meeting, workshop, party, etc.)	When activity will likely take place (i.e. Fall Semester, End of School Year, October, etc.)	Intended audience (i.e. group members, CTS community, public event, etc.)

Draft Budget/Spending Plan for Allotted Funds:

Item category (i.e. chapel musician, meeting food, speaker honorarium, etc.)	Estimated cost (typical rates include: $150 for chapel musician, $200 for guest speaker, $5-10/person for food)

Existing Student Organizations: Annual Renewal Plan

(Please attach additional pages as necessary.)

PRELIMINARY APPLICATION (Due <mark>May 1st</mark>):

Name of person submitting application:
Name of student organization:
Has the mission/purpose of your group changed since last year? If so, please share your updated mission/purpose here:
Name(s) of anticipated group leader(s) or person(s) who will initiate group activity next academic year: (At least one name is required; it doesn't have to be set in stone, but we'd like to have a good idea of who we can contact for group information in the future.)

Names of officers and/or active members during this past academic year: (you may include yourself; no signatures needed but please list at least 5 active participants)

1.
2.
3.
4.
5.

Group activity during this past academic year:

Type of activity (i.e. meeting, workshop, chapel service, party, etc.)	When activity took place (i.e. October 2012)	Intended audience (i.e. group members, CTS community, public event, etc.)

FINAL APPLICATION (<mark>Due October 1st</mark>):

Name of person submitting application:
Would you like to update your group description on the CTS website? If so, please provide the updated description below:
Final list of name(s) of group leader(s) or person(s) who will initiate group activity next academic year: (At least one name is required).

Names and signatures of officers and active members for this academic year: (you may include yourself, but should contain at least 5 active participants)

1.

2.	
3.	
4.	
5.	

Academic Year's Plan for Scheduling Events, Meetings, and other Group Activity:

Type of activity (i.e. meeting, workshop, party, etc.)	When activity will likely take place (i.e. Fall Semester, End of School Year, October, etc.)	Intended audience (i.e. group members, CTS community, public event, etc.)

Academic Year's Budget/Plan for Using Allotted Funds:

Item category (i.e. chapel musician, meeting food, speaker honorarium, etc.)	Estimated cost (typical rates include: $150 for chapel musician, $200 for guest speaker, $5-10/person for food)

Sample Schedule and Budget Plan:

Academic Year's Plan for Scheduling Events, Meetings, and other Group Activity:

Type of activity (i.e. meeting, workshop, party, etc.)	When activity will likely take place (i.e. Fall Semester, End of School Year, October, etc.)	Intended audience (i.e. group members, CTS community, public event, etc.)
Introductory meeting	Sept/Oct 2013	Existing and potential group members
Chapel service	Nov 2013	CTS Community
Holiday party	Dec 2013	CTS Community
Lecture w/guest speaker	Mar 2014	Public event
Officers meeting	April 2014	Group conveners
Ice cream social	May 2014	CTS community

Academic Year's Budget/Plan for Using Allotted Funds:

Item category (i.e. chapel musician, meeting food, speaker honorarium, etc.)	Estimated cost (*typical rates include*: $150 for chapel musician, $200 for guest speaker, $5-10/person for food)
Meeting food (2 meetings)	$250
Chapel Musician	$150
Party decorations and food (shared cost with two other groups)	$100
Speaker honorarium	$200
Event food (two events)	$300
TOTAL	$1000.00